



DEPARTMENT OF THE ARMY
HEADQUARTERS, COMBAT SUPPORT HOSPITAL
FORT ANYWHERE, FLORIDA 12345

REPLY TO
ATTENTION OF

MCMR-CSH-CDR

10 May 2006

MEMORANDUM FOR ALL CSH Personnel

SUBJECT: Medical Equipment Maintenance Program

1. **Purpose.** To inform leaders and staff within my command of my expectations as it pertains to medical equipment readiness and the importance of ensuring that the right medical equipment is available for patient care at the right place at the right time. It is critical that all medical equipment affiliated with this medical treatment facility be maintained in a fully mission capable (FMC) status.
2. **Goal.** To implement an effective unit level medical equipment maintenance program that includes **all** medical equipment associated with this organization's healthcare mission.
3. An effective unit maintenance program includes three key elements; operator maintenance, scheduled PMCS, and remedial maintenance.
 - a. Operator maintenance is the cornerstone to an effective unit level maintenance program, hence the most critical element. **Section leaders/supervisors will:**
 - (1) Ensure all equipment operators/users are trained and familiar with all medical equipment with which they may come in contact while performing patient care.
 - (2) Ensure all medical equipment within their charge is accounted for and routinely inspected for operability to include verifying cleanliness, availability of all components and accessories, and proper storage conditions.
 - b. All medical equipment utilized by this CSH will be included in the medical maintenance scheduled services program. **The senior medical equipment repairer will:**
 - (1) Ensure all maintenance significant medical equipment is documented in the Standard Army Management Information System and has a maintenance historical record.
 - (2) Maintain schedules determining when the hospital's medical equipment is scheduled to be serviced by section/hand-receipt.
 - (3) Coordinate the performance of scheduled maintenance services IAW established maintenance schedules. Deviations from established PMCS schedules will be documented and reviewed at the monthly training briefing.
 - (4) Document performance of services and apprise the Executive Officer and the Commander of shortfalls and significant equipment accountability and maintenance issues.

c. **All personnel will** maintain a constant awareness of equipment status and ensure that any and all medical equipment utilized for patient care is appropriately serviced and functioning correctly. Any equipment that is not functioning correctly will immediately be reported to the medical maintenance branch. Medical maintenance will make every effort to effect repairs in a timely and efficient manner.

4. The point of contact is the CSM, XO or the undersigned at 456-7890.

/- Original Signed by Hospital Commander -/
HOSPITAL COMMANDER
COL, MC
Commanding